

Getting your
training plan
all together!

- ☐ Meet one-on-one with WorkSource staff.
- ☐ Participate in assessment and complete your Training Plan with WorkSource staff.
- ☐ Confirm college admission with college staff.

WorkSource Staff will request additional information, as needed.

Many career planning resources are available to you at your local WorkSource Center.

Deadlines to Plan For:

☐ Training Benefits Application

Training Benefits are additional Unemployment Insurance (UI) benefits potentially available to dislocated workers attending approved training who will run out of regular UI benefits (and any federal extension available) before their training is complete. You must apply for Training Benefits within 60 days of filing a UI claim, **and** be enrolled in training within 90 days, or as soon as the training is available.

www.wa.gov/esd/ui/uiforms/trainpacket

☐ College Registration Deadlines

Quarter Starts: _____

Register by: _____

Tuition/Fees Due by: _____

☐ Federal Financial Aid Applications

Allow at least 6 weeks to complete the award process

☐ WorkSource Deadlines

Questions? Call _____

Phone _____



Equal opportunity employer/program - TTY 1-800-833-6388
Auxiliary aids and services available upon request to individuals with disabilities.

How do I
get started
on my
Training
Plan?

Financial
Planning
Career
Planning
Education
Planning

Getting Started: ☐ If eligible, apply for Unemployment Insurance benefits.
☐ Attend an Orientation at **WORKSource** (Details on the WorkSource calendar of events)

It is not necessary to do each of these in sequence. Check each one off as you complete it.

Financial Planning

- ☐ Complete a Financial Plan that shows how you will support yourself (and your family) while in training. Include spouse/partner income.
- ☐ Complete a personal budget with current income and expenses.
- ☐ Research scholarships: www.scholarships.com
- ☐ Apply for your Unemployment Insurance (UI) benefits if eligible: www.go2ui.com or call 1-800-362-4636
- ☐ Within 60 days of filing your UI claim, fill out a Training Benefits Application if you are receiving UI benefits, (if appropriate). Packets and instructions available at WorkSource or: www.wa.gov/esd/ui/qatb.htm
- ☐ Complete the Federal Financial Aid form at: www.fafsa.ed.gov

Career Planning

- ☐ Identify an occupation through career self assessment using WOIS, ChoicesCT, Plan for Tomorrow Today, or other self assessment tools. These tools are available at WorkSource and college Career Centers.
- ☐ Learn about the job you want: wages, job growth and job openings. This **Labor Market Information** can be found using Workforce Explorer online at: www.workforceexplorer.com
- ☐ Determine if the job you want training for and your recent jobs are in **Demand** or **Decline** in the local labor market at: www.wilma.org/wdclists
- ☐ Find a college that offers the training you want. Research Education and Training providers to ensure they are on the **Washington State Eligible Training Provider List** at: www.wtb.wa.gov/etp
- ☐ Learn where graduates are working and what they are being paid. Review the **Job Training Results** for the college at which you are seeking training: www.wtb.wa.gov/jtr

Education Planning

- ☐ Contact the college Admissions office on campus. *The following may be required:*
- ☐ Provide transcripts of all previous colleges attended
- ☐ Attend selected college program orientation
- ☐ Take college placements tests if needed
- ☐ Meet one-on-one with college advisor to outline potential training plan
- ☐ Complete college application and college enrollment form

Keep a copy of all this information for your records.



Bellingham:
101 Prospect Street - 360-676-3201
Mount Vernon:
2021 E. College Way #210 - 360-336-5781
Oak Harbor:
31975 SR 20 #3 - 360-675-5966

↑ Keep a copy of all this information for your records. ↑

**These steps should be completed so WorkSource can evaluate your training plan for possible funding.
- Completing these steps is not a guarantee of funding -**